



**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY MAYOR  
DAGUPAN CITY**

**EXECUTIVE ORDER NO. 15  
Series of 2020**

**AN ORDER CREATING AN INTER-DEPARTMENTAL TASK FORCE FOR THE PREVENTION, CONTROL, AND MANAGEMENT OF THE NOVEL CORONA VIRUS (2019-nCoV), DIRECTING ALL THIRTY-ONE (31) BARANGAYS, MEDICAL FACILITIES, HOSPITALS, CLINICS, AND OTHER HEALTH-RELATED CENTERS, SCHOOLS, COLLEGES, AND UNIVERSITIES, TERMINALS AND PORTS TO INSTITUTE MEASURES AND TO REPORT ANY INFORMATION RELATIVE TO THE DISEASE**

**WHEREAS**, in the declaration of principles and state policies, Article II, Section 15 of the Philippine Constitution: "The State shall protect and promote the right to health of the people and instill health consciousness among them";

**WHEREAS**, the World Health Assembly of the World Health Organization to which the Philippines is a signatory, adopted Resolution WHA 48.13 urging Member States to strengthen national and local programs of active surveillance for infectious diseases, ensuring that efforts were directed towards early detection of epidemics and prompt identification of new, emerging and re-emerging infectious diseases;

**WHEREAS**, Section 16 of Republic Act 7160 also known as the Local Government Code of the Philippines authorizes every local government to exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

**WHEREAS**, in the same section, all local government units are mandated within their respective territorial jurisdictions, shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety among its residents and inhabitants;

**WHEREAS**, Section 17 of Republic Act 7160, tasked every local government unit to discharge the duties and functions currently vested upon them which include the implementation of programs and projects on primary health care, maternal and child care, and communicable and non-communicable disease control services;

**WHEREAS**, Section 2 of Republic Act No. 3573, "Law of Reporting of Communicable Diseases", requires every physician, director, superintendent or person in charge of a hospital, institution or dispensary having knowledge or any householder, tenant, or occupant of any building or director of college, convent, or boarding school or factory upon which occurs any case of communicable diseases shall notify the nearest local health office;

**WHEREAS**, Section 87, Article XIV of Republic Act No. 170 also known as the Charter of the City of Dagupan authorizes the City Health Officer to have general supervision over the health and sanitary conditions of the city;

**WHEREAS**, according to Dr. Ferchito Avelino, the Department of Health's Epidemiology Bureau Head the number of patients under observation for suspected infection with the Novel Coronavirus is now at 56, up from 24;

**WHEREAS**, as published by the Philippine Star on January 31, Tedros Adhanom Ghebreyesus, Director General of the World Health Organization has declared the Novel Coronavirus as a public





**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY MAYOR  
DAGUPAN CITY**

health emergency of international concern following a meeting with the International Health Regulations Emergency Committee in Geneva on 30 January;

**WHEREAS**, on 30 January 2020, the Department of Health Epidemiology Bureau confirmed the Philippines' first case of 2019-nCoV patient, also known as the novel coronavirus, as announced by Secretary Francisco Duque III;

**NOW, THEREFORE, I, MARC BRIAN C. LIM, CITY MAYOR OF DAGUPAN CITY**, by virtue of the powers vested in me by Republic Act 7160 otherwise known as the Local Government Code of the Philippines, do hereby create an Inter-Departmental Task Force for the prevention, control, and management of the novel corona virus (2019-nCoV), herein referred to as "Taskforce Coronavirus", directing all thirty-one (31) barangays, medical facilities, hospitals, clinics, and other health-related centers, schools, colleges, and universities, terminals and ports to institute measures and to report any information about the phenomenon to the said Task Force.

**PART I: CREATION OF THE TASKFORCE IWAS CORONAVIRUS**

**SECTION 1. COMPOSITION.** The Taskforce shall be composed of the following:

Chairman	:	Marc Brian C. Lim, <i>City Mayor</i>
Co-Chair	:	Dr. Aurora A. Cuison, <i>OIC-City Health Office</i>
Vice Chairperson	:	Vladimir T. Mata, <i>City Administrator</i>
Members	:	P/LTC Abubakar Mangelen, Jr., <i>Chief-PNP Dagupan</i> Ronald De Guzman, <i>Head-CDRRMC</i> Dr. Maria Celia J. Fernandez, <i>Schools Division Superintendent</i> Robert Christopher Erfe-Mejia, <i>POSO Chief</i> Gabriel Cardinoza, <i>Public Information Officer</i> Hon. Pb Marcelino D. Fernandez, <i>Lucas and Liga ng mga</i> <i>Barangay President</i> Hon. Pb Eugenio C. Balolong, <i>Bacayao Norte</i> Hon. Pb Gregorio O. Taminaya, <i>Bacayao Sur</i> Hon. Pb Herminigildo J. Rosal, <i>Barangay I</i> Hon. Pb Roberto L. Melecio, <i>Barangay II &amp; III</i> Hon. Pb Raul S. Sayson, <i>Barangay IV</i> Hon. Pb Nancy P. Morris, <i>Bolosan</i> Hon. Pb Joshua C. Gonzales, <i>Bonuan Binloc</i> Hon. Pb Joseph O. Maramba, <i>Bonuan Boquig</i> Hon. Pb Manuel B. Bumanlag, <i>Bonuan Gueset</i> Hon. Pb Evangelita V. Dela Cruz, <i>Calmay</i> Hon. Pb Pepito M. Ventura, <i>Carael</i> Hon. Pb Fortunato G. Sanchez, <i>Caranglaan</i> Hon. Pb Salvacion T. Bravo, <i>Herrero-Perez</i> Hon. Pb Aldwin Dexter M. Meneses, <i>Lasip Chico</i> Hon. Pb Armando T. Capito, <i>Lasip Grande</i> Hon. Pb Arsenio D. Santillan, <i>Lomboy</i> Hon. Pb Filipina S. Delos Santos, <i>Malued</i> Hon. Pb Calvin DV. Cayabyab, <i>Mamalingling</i> Hon. Pb Benedict G. Cayabyab, <i>Mangin</i>





**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY MAYOR  
DAGUPAN CITY**

Hon. PB Samuel T. Guadiz, *Mayombo*  
Hon. PB Julita F. Perez, *Pantal*  
Hon. PB Mark Anthony S. Gutierrez, *Poblacion Oeste*  
Hon. PB Calixto G. Fernandez, *Pogo Chico*  
Hon. PB Arnold B. Galvan, *Pogo Grande*  
Hon. PB Nestor Y. Victorio, *Pugaro*  
Hon. PB Delfin C. De Guzman, *Salapingao*  
Hon. PB Ferdinand B. Lamsen, *Salisay*  
Hon. PB Eric Jose Muñoz, *Tambac*  
Hon. PB Nelson H. Cuison, *Tapuac*  
Hon. PB Helen F. Fermill, *Tebeng*

**SECTION 2. DUTIES AND FUNCTIONS.** The Task Force shall exercise the following powers and functions:

- a) Formulate guidelines and protocol with the consultation of local health centers and offices relative to the safety measures, prevention and control of the Coronavirus.
- b) Organize Barangay Task Force and Response Team to help manage coronavirus suspects and contacts.
- c) Monitor the measures and actions taken by the Barangay Task Force in the prevention, containment and control of coronavirus.
- d) Cause the referral and transport of a coronavirus suspect to the Department of Health designated coronavirus-referral center or hospital.
- e) Establish checkpoints and monitor prices of medicines and preventive gadgets, and file charges against hoarding and overpricing.
- f) Disseminate information and awareness materials i.e. flyers, brochures, posters, billboards or through social media against Coronavirus and to dispel unreliable, misleading information which may cause public panic and hysteria.

**PART II: PRESCRIBED PROCEDURES AND PRECAUTIONARY MEASURES**

The following prescribed procedures and precautionary measures from the "Manual of Procedures for the Philippine Integrated Disease and Surveillance and Response" of the National Epidemiology Center of the Department of Health, 3<sup>rd</sup> Edition are therefore adopted in order to enhance the coverage of reporting, monitoring, surveillance and management of the novel coronavirus by the local health authorities:

**SECTION 3. DISEASE REPORTING UNITS (DRU).** Cases or events seen or detected from the health facilities and communities should be reported. The following are sources of reports:

- a) Community
- b) Barangay Health Stations (BHS)
- c) Rural Health Units (RHU)
- d) City Health Offices (CHO)





**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY MAYOR  
DAGUPAN CITY**

- e) Government and private hospitals or clinics
- f) Government and private laboratories
- g) Ports and airports
- h) Academic Institutions

**SECTION 4. INTENSIVE CASE-BASED DATA COLLECTION.** For efficient data collection, a comprehensive set of data is collected for every case of possible detection of coronavirus infection using a standard case-investigation form.

**SECTION 5. ROLES AND RESPONSIBILITIES OF THE CITY HEALTH OFFICE.** The City Health Office and other local health authorities shall have the following basic roles and responsibilities for surveillance and response:

- a) Set up and maintain a functional community disease surveillance system equipped with the necessary resources and adequate local financial support. Financial support may come from the disaster, calamity or other appropriate funding sources as determined by the City Budget Office and the City Administrator's Office.
- b) Collect, organize, analyze and interpret surveillance data in their respective areas.
- c) Report all available essential information (e.g., clinical description, laboratory results, numbers of human cases and deaths, sources and type of risk) immediately to the Taskforce Iwas Coronavirus.
- d) Implement appropriate epidemic control measures immediately.
- e) Establish, operate and maintain a city epidemic preparedness and response plan, including the creation of multidisciplinary/multisectoral teams to respond to events that may constitute a public health emergency.
- f) Facilitate submission of weekly notifiable disease surveillance reports from public and private hospitals and other relevant institutions as mentioned in Section 3 of this Order.

**SECTION 6. IDENTIFYING CASES.** Standard Case Definitions for Surveillance is a set of criteria that is used to determine if a person has a particular disease, syndrome or condition and if the case should be included in reporting and investigation. A 3-tiered system with the following levels shall be used:

- a) Suspected case: indicative clinical picture without being a confirmed or probable case
- b) Probable case: clear clinical picture, or linked epidemiologically to a confirmed case;  
*Note: A "case with an epidemiological link" is a case that has either been exposed to a confirmed case, or has had the same exposure as a confirmed case (e.g. eaten the same food, stayed in the same hotel, etc).*
- c) Confirmed case: verified by laboratory analysis.  
*Note: The classification on these different levels might vary according to the epidemiology of the individual diseases.*

**SECTION 7. NOTIFICATION AND REPORTING OF CASES.**

- a) Cases identified as possible Coronavirus in the community are reported to the respective Taskforce Iwas Coronavirus (barangay health stations, hospitals, clinics, ports and airports).
- b) The Disease Surveillance Coordinator (DSC) of the City Health Office shall record in the Philippine Integrated Disease Surveillance Response (PIDSR) Case Report Forms all cases of weekly notifiable diseases from the different DRUs.





**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY MAYOR  
DAGUPAN CITY**

- c) The DSC at the Barangay Health Stations will submit the PIDSR case report forms (including the Weekly Notifiable Disease Report Summary Page and Case Investigation Forms) to the Disease Surveillance Officer of the next higher DRU (CFSU) every Friday of the week.
- d) The Disease Surveillance Officer (DSO) will encode, consolidate, analyze and interpret data from the different DRUs (including the hospitals\*) of their city. However, the DSO will maintain a file of the PIDSR forms.
- e) DSC from the city hospitals and other health facilities will do their own analysis and interpretation of data and will submit their report and dataset to the DSC in the City Health Office.
- f) The DSO will prepare and disseminate a weekly City Disease Surveillance Report.
- g) The DSO will submit the report and the dataset (electronic file) to the DSO and the Taskforce Coronavirus every Friday of the week.
- h) The DSO will consolidate, analyze and interpret data from the different DRUs of their region and submit the dataset to the Taskforce Coronavirus and the Public Health Surveillance and Informatics Division (PHSID) of the National Epidemiology Center (NEC) every Friday of the week.

**SECTION 8. EPIDEMIC RESPONSE.** It is the primary responsibility of local government units to manage epidemic investigation and response. However, the next higher level will continue to exercise its technical oversight functions. The responsibilities of the City Government through the Taskforce Iwas Coronavirus and other concerned departments during an epidemic investigation and response include:

- a) Immediate release of funds (local funds - surveillance funds from regular budget)
- b) Priority access to vehicles
- c) Provision of additional manpower
- d) Provision of resources for laboratory support
- e) Provision of resources for treatment of patients and other epidemic control measures
- f) Provision of access to communication
- g) Assess whether the City have sufficient capacity to undertake the epidemic investigation and response, and arrange for additional assistance if required.

In some instances where the City Health Office have no technical capacity in conducting epidemiological investigation for suspected coronavirus infected patients, the CHO shall, after informing the City Mayor, immediately request for assistance from the Center Health Development or National Epidemiology Center. The investigation will be conducted by the Philippine Epidemiology Surveillance Unit or Regional Epidemiology and Surveillance Unit (RESU) staff in close coordination with the Dagupan City Epidemic Investigation Control Team.

**SECTION 9. EPIDEMIC INVESTIGATION AND CONTROL TEAM.** A City Epidemic Investigation and Control Team (CEICT) shall be organized by the City Health Office for the conduct of epidemiologic investigation of coronavirus suspected or confirmed; establish active surveillance in the affected area; and implement the epidemic response plan. The City Health Officer shall automatically be the Head of the team.





**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY MAYOR  
DAGUPAN CITY**

**SECTION 10. TREATMENT OF CASES.** Hospitals, health centers and facilities should be alerted and should activate their epidemic response plans. There should be adequate antimicrobials and supplies for treatment. Needs must be immediately identified and a request for logistic assistance should be made.

**SECTION 11. MONITORING AND EVALUATION OF SURVEILLANCE AND RESPONSE SYSTEMS.** Monitoring in the context of surveillance and response systems refers to the routine and continuous tracking of the implementation of planned surveillance activities (monitoring the implementation of the plan of action) and of the overall performance of surveillance and response systems. Evaluation, on the other hand, is the periodic assessment of the relevance, effectiveness and impact of activities in the light of the objectives of the surveillance and response systems. All medical facilities and health centers must adhere to the basic standards and procedures of monitoring and evaluation of surveillance in order to have an effective system of response in case of coronavirus outbreak.


**SECTION 12. BARANGAY/COMMUNITY REPORTING.** Reporting from the barangays or communities will be validated and consolidated by the City Health Office on a monthly basis. These will be submitted to the Taskforce Coronavirus where they will be cross-checked by city level coordinators. Validated and cross-checked reports shall be submitted to the Center for Health Development on a regular basis.

**SECTION 13. SEPARABILITY CLAUSE.** If any provision of this Executive Order shall be held unconstitutional or invalid, the other provisions not otherwise affected shall remain in full force and effect.

**SECTION 14. REPEALING CLAUSE.** All Executive Orders, rules and regulations and other issuances or parts thereof, which are inconsistent with this Executive Order are hereby revoked, amended, or modified accordingly.

**SECTION 15. EFFECTIVITY CLAUSE.** This Executive Order shall take effect immediately. A copy of this Order shall be furnished to all medical facilities, hospitals, clinics, and other health-related centers, schools, colleges, and universities and transport terminals within the City of Dagupan;

DONE, this 6th day of February, 2020 in the City of Dagupan, Philippines.

  
**MARC BRIAN C. LIM**  
City Mayor 